ELECTRONIC WORK ORDER INSTRUCTIONS

> ➢ Enter "**??**" if you don't understand options

1. Log onto *Vista_R3* (accessed via VA Shortcuts on Desktop)
2. Enter Access Code ⎤
3. Enter Verify Code ⎦ <mark>**PIV Badge Sign-on**</mark>
4. Select MailMan Menu Option
   a. Enter **"EWO"**
5. Electronic Work Requests Option
   a. Enter **"1"**
6. Select ENGINEERING SECTION LIST
   a. Enter "**90**"
7. Want to enter a new work order?
   a. Hit **Return** ("**Enter**") for Yes
8. Request Mode: Computer//
   a. Hit **Return**
9. Equipment ID#:
   a. Enter <u>EE#</u> if request is to fix equipment.
   b. Else, hit **Return**
10. Location:
    a. Enter <u>Room #</u>
11. Task Description (60 char):
    a. Enter <u>brief description</u> of task to be completed
12. Status: Pending//
    a. Hit **Return**
13. Contact Person:
    a. Hit **Return** or enter new contact
14. Phone:
    a. Hit **Return** or enter new phone extension
15. Priority:
    a. Enter "**??**"
    b. Select <u>Priority</u> and Enter
16. Owner/Department: Research//
    a. Hit **Return**
    b. Select Proper Number, Usually "**1**" for Research
17. Comments, Edit:
    a. If no edit is necessary, hit **Return**
    b. Else, enter "**YES**" to make edits
       i. **(CTRL + e)** gets you out of comments section